IT Initiative Supplement
April 30, 2010

I. Project Description

Project Title: ITO 1-5 HD-BOH- Expand auditing functions of LIHTC & MF properties.

Brief Description of the Project Title: This project will implement software used to perform program auditing and compliance reviews for the Low Income Housing Tax Credits (LIHTC) and Multi-family (MF) programs.

Statewide Priority:

Agency Priority: 4

Estimated Completion Date: 06/30/2012

IT Project Biennium: FY12

Request Number: Commerce IT Strategic Plan Initiative #1
                  EPP/Budget Ref: 7410

Version: 1

Agency Number: 6501

Agency Name: Department of Commerce

Program Number: 74

Program Name: Housing Division

A. Type of Project (check all that apply)
      Enhancement   X
      Replacement
      New
      O&M

B. Type of System (check all that apply)
      Mid-Tier   X
      Mainframe
      GIS
      Web
      Network

Desktop

II. Narrative

C. Executive Summary

Project Purpose: Implement Low Income Housing Tax Credits (LIHTC) and Multi-family (MF) program audit software.
Project Objective: Improve staff efficiency in the LIHTC Project and MF Property compliance audits by automating the documentation process.

> **Technical Implementation Approach:** The project is accomplished by purchasing an additional module of software currently in use by the Housing Division. The software allows audit compliance checklists to be downloaded to a mobile device that is then used a the client's site to record audit information. Once connectivity to the network is re-established, the audit information is up-loaded to the system. This saves time in transcribing audit information and inputting it into the system – saving time and reducing errors.
>
> **Project Schedule and Milestones:**
> FY12-Q2 – procure software, perform installation in test environment.
> FY12-Q3 – perform user training and system testing.
> FY12-Q4 – system is available for production use.

D. Business and IT Problems Addressed: Automate a manual process.

E. Alternative(s)
Alternatives Considered: A) Procure and use proven software from existing vendor, or B) continue to perform the process manually, or C) Contract for a unique software solution from a 3rd party.
Rationale for Selection of Particular Alternative: Existing software is available and proven and provides the functionality to improve the efficiency of this process. Additionally, the information must integrate with existing software and seeking a custom solution would be much more expensive initially, and on an on-going basis to keep it up to date with changes in the existing software.

F. **Narrative Detail:** We propose to purchase an additional module to a system presently in use in the Housing Division. Installation of the additional module would be performed by existing staff and is expected to be a relatively simple and easy task. Field personal using the software will be trained via the existing vendor training events.

III. Costs

G. Estimated Cost of Project:

1. **Personnel Services – IT Staff: (Existing internal resources)** $0
2. **Personnel Services – Non IT Staff:** $0
3. **Contracted Services:** $0
4. **ITSD Services:** $0
5. **Hardware:** $0
6. **Software Purchase:**   FY2012   FY2013
                                     $ 25,000 $0

Handheld Device Licenses $ 2,400

7. **Telecommunications:** $0

8. **Maintenance:**   FY2012   FY2013
                               $0 $2,904

9. **Project Management:** $0
10. **IV&V:** $0
11. **Contingency:** $0
12. **Training:** $0
13. **Other:**

Total Estimated Costs: FY2012   FY2013
                               $27,400 $2,904
Total Funding: $32,944

IV. Funding

H. Funding

    1. Fund: Enterprise Fund 06030 (743001 & 743002)
    2. Amount: FY2012   FY2013
                                    $27,400 $2,904

    3. Total Costs: $30,304
    Cash/Bonded:
        Bill Number:

V. Cost upon Completion

1. **Operating Costs upon Completion**

    FTE: $0
    Personal Services Costs: $0
    Operating Costs: $0
    Maintenance Expenses: FY2012   FY2013
                                                       $0 $2,904

Total Estimated Costs: $2,904

2. Funding Recap

Fund Type: Enterprise (06030 / 743001 & 743002)
Amount: $30,304
Total Funding: $30,304

V. Risk Assessment

A. Current IT Infrastructure Risks

1. Current application 10+ years old?
       NO
    Date of last major upgrade?

2. Current application is based on old technology?   NO
    If yes, what is the current hardware platform, operating system, and programming
    languages used to support the application?

3. Is the agency not capable of maintaining the current application with internal technical
staff?   NA
    If yes, who supports the application today?

4. Other IT infrastructure risks?
       NO
    If yes, provide further detail.

B. Current Business Risks

1. What are the risks to the state if the project is not adopted?
       None

2. Does the current application meet current business requirements?
       NA_
    If "no", what specific business functions does the application lack?

C. Project Risk Assessment

1. Describe any major obstacles to successful implementation and discuss how those
obstacles will be mitigated.

Table H   Risk Assessment

Description	Severity (H/M/L)	Probability of Occurrence (%)	Estimated Cost	Mitigation Strategy
Installation-Risk Risk of disrupting existing business process operation	L	20%	Part of Operations	Audit software is an add-on to existing BOH Production Software suite and is a commercial off-the-shelf software product commonly used by government housing agencies.